

Bayview Water & Sewer District
16401 E. Emerson Dr., Bayview, ID 83803
Broadcasted over ZOOM

REGULAR MEETING MINUTES

September 16, 2021

Call to Order and Roll Call: Director Colleen Dahlseid opened the meeting at 3:30 pm and a roll call confirmed directors Ted Bare and Shon Luoma were also present.

Others Present: District operators Bob Kuchenski and Bob Hansen, District treasurer Jessie Roe and District Clerk Clint Kuhman.

Guests Present: Members of the public.

Consent Agenda: Mr. Luoma motioned to approve the consent agenda: approval of the minutes for August 12, 19, 25, 2021 minutes, all financial reports for August 2021, and the approval to pay monthly bills as listed. The motion was seconded by Ms. Dahlseid. All were in favor, motion carried.

Reports:

Operator Report: Mr. Kuchenski reported on the District operations from August 20, 2021 to September 16, 2021 (attached).

Treasurer's Report: Ms. Roe presented the financial report for the month of August 2021 (attached).

Engineering Report – Update/Discussion: Nothing new to report at this time.

New Business:

- 1.) **Nominate & Vote a New Vice-Chair:** Mr. Luoma nominated director Bare to be the Vice-Chair of the Board to which Mr. Bare accepted. Mr. Luoma motioned to make Mr. Bare vice-chair and was seconded by Ms. Dahlseid. All were in favor, motion carried.
- 2.) **New User Billing Mailing Company Proposal:** Ms. Roe read the latest email received from the billing company and informed the Board that the District would need to maintain and postage credit account; to which the Board agreed. Ms. Roe said she would finalize the process and have it ready to go by the first of October.
- 3.) **Public Comments Received and Responses from Public Hearing on August 25, 2021:** Ms. Roe said there were no further comments received following the public hearing; either written or oral. Ms. Dahlseid updated the Board that she spoke with the District's legal counsel regarding limiting the number of ER's (sewer connections) a customer can purchase at one time if the District institutes a ER buy-back program. Legal counsel informed her that there is no legal standing to be able to limit the number of available ER's to purchase if the District has them to sell. The Board would also like to look into expanding the District boundaries to include all of the float homes.
- 4.) **Approve Ordinance #21-2:** Ordinance 21-2 was approved following a motion from Mr. Luoma and a second from Ms. Dahlseid. All were in favor, motion carried.
- 5.) **Approve New District Rate Schedule:** The Board voted to adopt the new rate schedule and Resolution 2021-008 with the amendment of adding the word "base" on the connection fee for

water and sewer following a motion from Mr. Bare and seconded by Ms. Dahlseid. All were in favor, motion carried.

- 6.) Approve New Delinquency Policy: The policy was approved following a motion from Mr. Luoma and seconded by Mr. Bare. All were in favor, motion carried.
- 7.) Status of Closing Entries - Statement of Condition: Ms. Roe reported that she will resume working on classing in QuickBooks and the statement of conditions over the upcoming three weeks.
- 8.) ICRMP Renewal Policy – Effective October 1, 2021 – Annual Premium \$8,294.00: The insurance renewal was approved following a motion from Ms. Dahlseid and seconded by Mr. Luoma. All were in favor, motion carried.

Old/Ongoing Business:

- 1.) Review Board Action Item List: The Board reviewed and updated the Board action item list.
- 2.) Review Customer Delinquent List: The Board reviewed the delinquent list.
- 3.) Easement Amendment to the United States Navy to Include Water Tank and Wells: Ms. Dahlseid updated the Board that she received an email from the District attorney, Ms. Kling, that she had received the notarized easement for the 50-year lease and will have it recorded with the County.
- 4.) Status of Requested Changes to Financial Statements: Ms. Roe reported that she will resume working on classing in QuickBooks and the statement of conditions over the upcoming three weeks.
- 5.) Rate Study and ER Reconciliation Update/Rate Equity: The Board will be working on the water ordinance as time permits.
- 6.) Review of Sewer Capacity Determination Requirements (Bob Hansen): Mr. Hansen said he is waiting on the District engineer to review the capacity and then they can sit down to discuss future plans.
- 7.) Update: New Quickbooks Accountant Software: Ms. Roe said this is on her task log for the next three weeks of project work.
- 8.) Update: CPA Assistance from Sean Moglia: Ms. Roe said this is on her task log for the next three weeks of project work.
- 9.) Update: New Pre-Auditor Search Ms. Roe said this is on her task log for the next three weeks of project work.

Public Matters/Guests: None.

With no further business to discuss the regular meeting was adjourned at 5:52 PM following a motion from Mr. Bare and seconded by Mr. Luoma. All were in favor, motion carried.

Announcements: None

Respectfully Submitted and Approved:

Jessie Roe
Administrative/Treasurer

Ted Bare
Vice-Chairperson of the Board

9/16/2021 Bayview Systems Report

A. Water Production update.

17,221,000 gallons produced by the wells during August. 10,113,000 gallons of consumption registered through customers meters. This works out to 538,000 gallons per day produced by the wells of which 316,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 632 gallons per day, per service connection. (500 service connections). Unaccounted for water lost is 7,108,000 gallons or 41% of production totals by the wells.

12,103,000 gallons produced by the wells during August last year. 8,574,000 gallons of consumption registered through customers meters. This works out to 403,000 gallons per day produced by the wells of which 286,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 607 gallons per day, per service connection. (471 service connections). Unaccounted for water lost is 3,529,000 gallons or 29% of production totals by the wells.

10,804,000 gallons produced by the wells during August 2 years ago. 6,765,000 gallons of consumption registered through customers meters. This works out to 349,000 gallons per day produced by the wells of which 218,000 gallons per day registered through customers meters. This is the equivalent customer consumption of 472 gallons per day, per service connection. (464 service connections). Unaccounted for water lost is 4,039,000 gallons or 37% of production totals by the wells.

B. Water system items:

- 1- SCADA system lockup at Well 7.
- 2- Continued record usage during hot summer.
- 3- Lightning hit SCADA system.
- 4- Fan installation at Well 8.
- 5- Service line break on Hudson Bay Road.
- 6- Booster pump #2 failure at Dromore Booster station.
- 7- One new service added this month.

C. Sewer system production.

The Land Application Treatment site treats an average of approximately 50,000 gallons per day during the Summer months, and approximately 17,000 gallons per day during the Winter months. During the past year, 8,036,000 gallons have been pumped into the drain fields. This averages out to 22,000 gallons per day, year round.

D. Sewer maintenance items.

- 1- Sewer treatment site update.
 - a. Treatment site shutdown for most of August.
 - b. Replacing motor control valves at sewer treatment site.
- 2- Four septic tanks have been pumped in the past month.

BAYVIEW WATER & SEWER DISTRICT
 YR TO DATE 12/1/2020 THRU 8/31/2021
 RESOURCES/EXPENSES
 CASH BASIS - PRELIMINARY

	YTD 12/1/2020	August 2021	YTD 8/31/2021	BUDGET 20-21
RESOURCES:				
Certification Fees	\$ 7,385.86	\$ 3,712.37	\$ 11,098.23	\$ 5,000
Sewer Hookups	\$ 5,120.00	\$ 1,280.00	\$ 6,400.00	\$ 6,400
Water Hookups	\$ 46,119.99	\$ 2,580.00	\$ 48,699.99	\$ 13,500
Misc. Income	\$ 1,851.79	\$ -	\$ 1,851.79	\$ 900
Interest Income	\$ 274.70	\$ 24.93	\$ 299.63	\$ 1,000
Water - User Fees	\$ 131,134.95	\$ 28,041.00	\$ 159,175.95	\$ 198,840
Sewer - User fees	\$ 119,799.25	\$ 13,587.96	\$ 133,387.21	\$ 188,560
SRF Loan (Reimb)	\$ -	\$ -	\$ -	\$ 30,000
Water Capital Funds	\$ 30,400.00	\$ 3,800.00	\$ 34,200.00	\$ 56,000
TOTAL RESOURCES	\$ 342,086.54	\$ 53,026.26	\$ 395,112.80	\$ 500,200
EXPENSES:				
Sewer Maintenance	\$ 40,433.97	\$ 9,329.32	\$ 48,813.29	\$ 85,420
Water Maintenance	\$ 82,157.87	\$ 8,452.70	\$ 89,660.57	\$ 65,500
Vehicle Expense	\$ 984.21	\$ 352.75	\$ 1,336.96	\$ 2,240
Contract Labor	\$ 14,555.06	\$ 365.00	\$ 14,920.06	\$ 7,310
Director Fees	\$ 1,950.00	\$ 200.00	\$ 2,150.00	\$ 3,000
Dues & Subscriptions	\$ 2,590.86	\$ 447.99	\$ 4,938.85	\$ 1,872
Office Supplies	\$ 2,423.82	\$ 48.32	\$ 2,472.14	\$ 3,250
System Operator	\$ 56,000.00	\$ 7,000.00	\$ 63,000.00	\$ 84,000
Property Taxes	\$ 187.60	\$ -	\$ 187.60	\$ 200
Training/Conferences	\$ 528.04	\$ (333.18)	\$ 194.86	\$ 1,000
Postage & Delivery	\$ 2,889.92	\$ 639.80	\$ 3,529.72	\$ 4,474
Printing & Production	\$ 762.01	\$ -	\$ 762.01	\$ 700
Misc. Expense	\$ -	\$ -	\$ -	\$ -
Liability Insurance	\$ 3,949.50	\$ -	\$ 3,949.50	\$ 8,482
Bank Fees	\$ 156.03	\$ 15.00	\$ 171.03	\$ 194
Assessment Fees	\$ 1,395.00	\$ -	\$ 1,395.00	\$ 1,860
Office Maintenance	\$ 739.11	\$ -	\$ 739.11	\$ 1,000
Accounting Fees	\$ 7,662.50	\$ -	\$ 7,662.50	\$ 10,000
Engineering Fees	\$ 5,000.82	\$ -	\$ 5,000.82	\$ 22,500
Legal Fees	\$ 8,950.25	\$ 1,615.00	\$ 10,565.25	\$ 20,000
Utilities	\$ 42,397.70	\$ 6,574.78	\$ 48,972.48	\$ 64,564
Payroll Expenses	\$ 30,641.28	\$ 4,304.72	\$ 34,946.00	\$ 51,768
Capital Additions	\$ -	\$ -	\$ -	\$ -
SRF Loan	\$ 42,652.88	\$ -	\$ 42,652.88	\$ 30,000
Operational Expenditures	\$ 349,008.43	\$ 39,012.20	\$ 388,020.63	\$ 469,334
Water - Capital Facilities Funds	\$ 30,400.00	\$ 3,800.00	\$ 34,200.00	\$ 56,000
TOTAL EXPENSES	\$ 349,008.43	\$ 39,012.20	\$ 388,020.63	\$ 525,334
NET	\$ (6,921.89)	\$ 14,014.06	\$ 7,092.17	
PLUS BEG BAL	\$ 252,087.41	\$ -	\$ 645,778.84	
AVAIL RESOURCES	\$ 245,165.52	\$ 14,014.06	\$ 652,871.01	
TOTAL AVAILABLE CASH	\$ 245,165.52		\$ 672,666.96	
DEPOSITED IN:				
DEQ-SRF Loan #0117		\$ 79,695.13		
General O&M #7564		\$ 120,438.27		
Sewer Saving #8307		\$ 38,110.83		
Water Saving #8299		\$ 42,588.29		
LID Guarantee #1227		\$ 111,766.90		
LID Fund #9680		\$ 281,622.29		
TOTAL			\$ 674,221.71	